

Youth and Family Program Administrator

Description

The Youth and Family Program Administrator will advance the mission Atonement Lutheran Church by supporting the ministries of the Children and Youth committees.

Salary/Schedule

This is a quarter-time (10/hrs per week average) program year (mid-August – mid-June) position, salaried at \$6,500 per year.

Qualities/Skills

- Able to articulate the core elements of the Christian faith and seeks to follow Jesus' teachings in daily life and work
- Proficient in MS Office
- Able to learn church database and other relevant software
- Good communication skills
- Self-starter and team-player
- Flexible and organized

Responsibilities

- Be available on Wednesday evenings 4:30-8pm to attend committee meetings and assist in faith formation tasks
- Attend weekly staff meeting
- Help to recruit and schedule volunteers
- Act as liaison between volunteers, committees, and staff
- Gather information for weekly and monthly email and print newsletters and bulletin
- Help maintain website and social media
- Purchase supplies
- Coordinate milestones and events for children and youth
- Process student registrations as well as volunteer information, training, and background checks

Applications

- Submit a resume and 2 references to office@atonementlutheran.org
- Applicants must pass a background check as a condition of employment.